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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 February 1957

FROM : Chief, Clerical Training

SUBJECT: Request for Material for IBM Record Cards

1. Clerical Refresher Training was established on 16 July 1951. The following subjects were taught:

✓ Shorthand I	Review of shorthand theory. Dictation at 60 to 80 wpm.
✓ Shorthand II	Dictation at 80 to 120. Agency correspondence forms included.
✓ English Usage	Spelling, grammar, punctuation and capitalization.
✓ Typing I	Drills on development of speeds of 40 to 60 wpm.
✓ Typing II	Drills on development of speeds above 60 wpm.
? Typing Shortcuts	This was incorporated into the Clerical Orientation Training program in September 1952.

2. In approximately July 1953 an additional shorthand course was added to the offerings: Intermediate Shorthand. This was designed to concentrate on the in-between speeds of approximately 70 to 90 wpm. Also at this time English Usage was divided into two courses: Grammar, which reviewed the parts of speech and their application; Punctuation and Capitalization, which reviewed the basic punctuation and capitalization rules.

3. In August 1954, the following changes were made in the Clerical Refresher program:

Shorthand Theory Review (formerly Shorthand I)--a three-week course of $1\frac{1}{2}$ hours a day in which shorthand

CONFIDENTIAL

CONFIDENTIAL

- 2 -

principles are reviewed thoroughly and dictation of simple material is begun. The goal of this class is to develop shorthand speed on practiced material to 60 wpm.

B-14 Introductory Shorthand Dictation--a three-week course of 1 hour a day in which shorthand principles are reviewed and dictation of new material is begun. The goal of this class is to develop material at the 60 wpm/^{level} on new material.

B-15 Intermediate Shorthand Dictation (formerly Intermediate Shorthand)--a three-week course of 1½ hours a day. The goal of this class is to develop shorthand speed to 80 wpm.

B-16 Advanced Shorthand Dictation (formerly Advanced Shorthand)--a three-week course of 1½ hours a day. The goal of this class is to develop shorthand speed to 100 wpm. and to familiarize students with Agency-type dictation.

B-18 Typing Techniques Review (formerly Typing I)--a three-week course of 1 hour a day in which basic typewriting techniques are reviewed. The goal of this class is to develop typing speed to 40 wpm. (net).

B-19 Advanced Typewriting (formerly Typing II)--the goal of this class is to develop typing speed above 40 wpm. (net).

B-12 { ✓ Grammar--a three-week course of 1 hour a day, which reviews the parts of speech and their correct application in speaking and writing.

✓ Punctuation and Capitalization--a three-week course of 1 hour a day which reviews the rules of punctuation and capitalization.

- 2 -

CONFIDENTIAL

CONFIDENTIAL

- 3 -

4. On 31 May 1955 the course length was changed from three to four weeks for all courses in the Clerical Refresher program.

B-12 5. On 12 September 1955, the two courses: Grammar and Punctuation and Capitalization were combined into one. The title of the new course was English Usage.



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- 3 -

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